



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative Trainee [Classified Non-Competitive]			Salary A99 \$26,841.51
Posting Number 93-16	Position Number 925446	Number of Positions 1	Posting Period * From: 7/26/2016 To: 8/9/2016
Location: Center for Health Statistics and Informatics 225 E. State Street, 2nd floor			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>As abstractor for the Centers for Disease Control and Prevention (CDC)-funded New Jersey Violent Death Reporting System (NJVDRS), enter incident information into the system following case inclusion criteria and guidelines, and within specified timelines set by CDC. This data system links individual case reports from multiple sources for violent deaths (suicide, homicide, unintentional firearm deaths, legal intervention deaths, and injury deaths of undetermined intent) into a single comprehensive record that contributes to the National Violent Death Reporting System. This includes: abstracting reports and writing high quality, de-identified narratives of violent deaths; coding CDC-defined and State-defined variables to describe the circumstances of a violent death incident, according to established definitions and guidelines; continuously assess original data source reports for completeness, bringing notice of deficiencies to other NJVDRS staff and the Principal Investigator; and entering data, tracking information, and follow-up tasks in the Performance Measurement and Evaluation System and the CDC's web-based application.</p> <p>Follow-up with original data sources when reports are missing or incomplete, and provide assistance to data sources as appropriate in obtaining improved and/or complete data. Seek out alternative sources of information as necessary.</p> <p>Assist other NJVDRS staff and the Principal Investigator with data quality assurance and quality control tasks, including: using various reports and queries to identify errors and take corrective actions; participating in re-abstraction exercises for system evaluation; and identifying problems with variables that can be discussed with other states and/or CDC</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Office of Commissioner Reference Posting #93-16 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTOC@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**